## **MIAMI-DADE COUNTY**

## <u>Fiscal Year Closing</u> <u>Petty Cash - Change Funds</u>

## Return by, Monday, September 25, 2006

Return to: Jose Fernandez, Finance Department, 111 N.W. 1st Street – Suite 2620.

The Petty Cash and Change Funds form is to be filled out and returned listing each location. NO PETTY CASH FUND WILL BE REPLENISHED IF THIS FORM IS NOT ON FILE WITH THE FINANCE DEPARTMENT.

The Petty Cash Fund must be found at the location indicated below so that it can be verified by auditing teams. This authorization, unless changed due to employee transfers, terminations or a reassignment of duties, will be effective for the fiscal year 2006-07.

Name		FAMIS <u>No.</u>			
Dept.			Prepared by:		
Div			Title:		
Fund			Phone Number:		
Location	Cus	stodian	Petty Cash Amount	Change Fund Amount	<u>Total</u>
package) <u>only</u> if the c	ustodian has	s changed. (T	rted in the "Petty Cash Action in the "Petty Cash Action in the "Petty Cash Action in the reflected in the person authorizing the in the person authorizing the in the person in the per	n the official FAMI	S records). The
		Appro	oved:		
			Departmen	nt Director	